

G.V.R.D.

TITLE: Meter Reader I

POSITION DESCRIPTION

NO: 431 DATE: July 1988

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POSE OF POSITION:

To assist Meter Reader II in the reading of meters and collection of charts throughout water and sewer facilities and installations and to act in his absence.

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DUTIES: (The duties described are intended to be representative of the position and are not to be considered as all-inclusive.)

Assists the Meter Reader II in all duties (i.e. changing charts and tapes, reading meters, maintaining inking systems, lifting and replacing manhole covers, housekeeping of vehicle, etc.).

Relieves Meter Reader II during vacations or other absences.

Notes irregularities concerning the operation of underground mechanical flowmeters (i.e. positive displacement, propeller meters, etc.) during the course of performing meter reading duties.

Performs maintenance, calibration and scheduled bi-annual calibrations of mechanical flowmeters, and keeps records up to date. Maintains inventory and recommends restocking of usual replacement parts for mechanical flowmeters.

Maintenance and calibration duties shall be performed under the supervision of the Instrumentation Division.

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REQUIREMENTS: (Minimum to fill position)

Grade 12 graduation or equivalent. Neat and legible handwriting. Valid, clean B.C. Driver's License, and ability to obtain a health certificate for Watershed entry. Good physical condition (able to lift manhole covers and climb/descend long ladders to roof tops or underground chambers). Some basic knowledge of the principles, practices, methods, materials, tools and equipment used. Demonstrated ability to do detailed tasks with consistency and accuracy. Must be able to communicate proficiently, both verbally and in writing. Preference will be given to candidates with successful completion of related courses in meter technology, or hands on experience obtained from the GVRD or other jurisdictions.